

HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
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INTELLIGENCE

USEUCOM Intelligence Information Systems
Functional Control Board Charter

1. Purpose. This charter establishes the United States European Command (USEUCOM) Functional Control Board (FCB), describes the purpose of the FCB, and assigns responsibilities to the FCB. The appendix outlines procedures for the FCB. The USEUCOM Director of Intelligence is the chartering authority for the FCB. The purpose of the FCB is to be the functional focal point:

a. Serving as the proponent for user requirements for USEUCOM Intelligence Information Systems capabilities and ensuring systems satisfy user requirements.

b. Ensuring an operational input to the requirements validation process.

c. Providing a forum for addressing issues relating to user requirements for Intelligence Information Systems capabilities.

d. Validating and prioritizing user requirements for Intelligence Information Systems capabilities.

e. Defending validated user requirements for resources (i.e., programming and budgeting actions), and ensuring resources are available for implementing capabilities that satisfy those requirements.

2. References.

a. DoDIIS Documents

(1) JCS Memorandum, SM 357-74, *Intelligence Data Handling System (IDHS) Responsibilities Plan*

(2) DIA Manual 65-13,
(, 31 December 1985.

Automated Intelligence Systems (AIS) Management
, 6 November 1989.

DoDIIS Executive Agent (

DoDIIS System Integration Management book
September 1992.

DoDIIS Management Board, Concept of Operations (DMB), 3

(7) *Integration Management Plan*

(8) *Integration Methodology*

(9) , December 1992.

b. Command Documents

USEUCOM Intelligence Information Systems,
ment Board (ECMB) Charter

(2) HQ USEUCOM ED 40-12,
Systems Integration Manage

figuration Con USEUCOM Intelligence Information Systems, Theater
ter & SOP

(4) HQ USEUCOM SM 100-6, ura ment for the HQ USEUCOM
dard Automated Informa tems

(5) HQ USEUCOM Intelli Configu tion
port System

3. _____.

a. _____ (CMO). The office which will
CRs. The CMO will also track the
CRs.

USEUCOM Engineering Review Board
identifying and evaluating technical alternatives and recommending pre
solutions for integration into the operational environment.

USEUCOM Executive Corporate Management Board
policy and decision-making authority for Intelligence Information Systems-

d. _____ (FCB). A combined management team
quirements.

USEUCOM Intelligence Infor _____. The amalgamation of computer
USEUCOM.

USEUCOM System Integration Management Office ment
toring new Intelli
development, integration, and maintenance activities to ensure that they
DoDIIS and Theater architecture and migration plans.

USEUCOM Theater Configura _____ (TCCB). Decision-making
ater Intelligence Information System applications
Information Systems within
manag USEUCOMs CR process, and imple -
CTFs.

Authorities

The FCB is responsible for validating new requirements with user groups and
tions as follows:

tion Systems capabilities (systems, hardware, ments for

b. Submitting validated user requirements to the USEUCOM TCCB for

c. Recommending, to the USEUCOM TCCB, modifications to Intel
Information Systems projects in development.

5. Responsibilities.

- a. Accepting CRs for new requirements from the SIMO.
- b. Ensuring user mission needs statements are complete and accurate.
- c. Providing guidance for user requirement-related actions.
- d. Determining if existing Intelligence Information Systems capabilities satisfy user requirements.
- e. Validate new user requirements against the USEUCOM Intelligence Architecture program (CIAP) in conjunction with current user groups and functional users.
- f. Advocating the satisfaction of validated user requirements for Intelligence Information Systems capabilities.
- g. Scheduling, conducting, and documenting, FCB meetings.
- h. Providing written guidance, to users who generate requirements, for correcting deficiencies in the requirement submitted.
- i. Achieving a timely consensus on all issues pertaining to user requirements for Intelligence Information Systems capabilities.
- j. Submitting Requirements Definitions Document (RDD) to the TCCB for accepted CRs.

NOTE: The RDD can be completed either by the office submitting the CR, an equivalent office or the FCB. Although an RDD is not formally structured, at a minimum it will contain the functional requirements, a mission needs statement and any information/justification supporting the CR.

- k. Coordinating with the DoDIIS FCB, as required.
- l. Ensuring tasked actions are completed in an accurate and timely fashion.
- m. Forwarding unresolved resource and requirements issues to the ECMB for resolution.
- n. Forwarding all user requirement material associated with the CR to the Theater SIMO for inclusion into their database of documentation.
- o. Maintaining documentation of user requirements as required for historical purposes.
- n. Presenting quarterly in-progress reviews to the ECMB.

6. Membership. The FCB shall consist of representation from USEUCOM.

- a. Voting Members. Each voting member shall be responsible for reviewing the agenda and attending FCB scheduled meetings prepared to discuss and vote on agenda items. A

voting member may send a designated alternate with authority to act on agenda items.

(1) USEUCOM Executive Intelligence Analyst. The Executive Intelligence Analyst chairs the FCB. The Secretary of the FCB shall be designated by the chairman.

(2) Commander, JAC.

(3) Chief, Intelligence Plans Division.

(4) Chief, Collections Division.

(5) Chief, Intelligence Operations Division.

(6) Chief, Intelligence Resources Division.

(7) Representatives from each Component Command intelligence staff as required depending on the agenda of specific meetings.

(8) Other personnel may attend by invitation of a member and approval of the chairman.

7. Charter Implementation. This Charter shall become effective upon the approval of the USEUCOM Chief of Staff.

8. Review & Termination.

a. Term. The term of this Charter is indefinite.

b. Review & Amendment. This Charter shall be reviewed annually by the ECMB, which may recommend amendments to the Director of Intelligence for approval.

FOR THE COMMANDER IN CHIEF:

OFFICIAL:

RICHARD F. KELLER
Lieutenant General, USA
Chief of Staff

SUSAN M. MEYER
LTC, USA
Adjutant General

Appendix:

A - USEUCOM Intelligence Information Systems Functional Control
Board Standard Operating Procedures

DISTRIBUTION:

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HQ MARFOREUR, ATTN: G2, Panzer Kaserne, APO AE 09046

HQ SOCEUR, ATTN: J1, Unit 30400, Box 1000, APO AE 09128

CDR, JAC, Unit 8845, Box 285, APO AE 09469-5285

Appendix A

USEUCOM Intelligence Information Systems
Functional Control Board Standard Operating Procedures

1. Meeting Frequency. The FCB Chairman will schedule meetings as required. Special FCB meetings can be convened to resolve time-dominant or major resource issues at the request of a member, through the chairman.

2. Operating Procedures.

a. FCB Chairman:

(1) approves requests to attend FCB meetings made by subject matter experts or other support personnel.

(2) forwards resource allocation and user requirements issues to the ECMB for resolution.

(3) forwards validated and prioritized user requirements to the TCCB for satisfaction.

b. FCB Secretary will:

(1) disseminate FCB meeting schedules.

(2) prepare and forward the FCB agenda to each member at least five days prior to the meeting date.

(3) publish FCB meeting minutes within five days of the meeting date.

c. FCB Members will:

(1) review the agenda to familiarize themselves with the requirements issues to be discussed at each meeting.

(2) prepare or have prepared, at the request of the Chairman, Requirements Definition Documents detailing CR requirements falling in their area of interest.